masterpiece of research unimpressive. In both cases, it sometimes only takes one taste, one bite, or one glance at a cover sheet for the critic (the instructor) to make a decision, assign a grade and go on to the next paper.

- Written work is a game of comparison between papers.
- Always have someone double check your material.
- The *appearance* of your papers makes all the difference in the world.

Five Steps to Better Writing

Step I: Structural Outline.
Quickly draw an outline on a piece of paper. Build from one central idea to several topics, and then to details – similar to the way a statue is sculptured from one large stone. Take big chunks first, chiseling down to smaller pieces, until finally the last finishing details are made.

Consider this example:

Step II: Sentence Outline.
Now write out a sentence outline. In our above example we have five main topics. Each will consist of about 100 to 150 words, making our article five paragraphs in length and containing 500 to 750 words. WRITE FIVE TOPIC SENTENCES, LEAVING SPACE BETWEEN EACH SENTENCE – for filling in more detailed sentences later.